

15 April 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 22

SUBJECT: Distribution of Central Planning Staff Papers

1. In the case of papers for distribution within the Central Planning Staff (located only on the 5th floor) it will save time if they are carried by hand from one room to another. This method should be used except in routine cases where a day's delay is of no consequence. (All papers picked up by the messenger must first go down to the Central Records Division for recording, and then returned to the 5th floor for distribution to whatever room is noted thereon).

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Captain, USN
Acting Chief, Central Planning Staff

Distribution:

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